

SANDY CITY
APPROVED CLASS SPECIFICATIONS

- I. Position Title: Crossing Guard Coordinator
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| <u>Revision Date:</u> | 10/00 |
| <u>EEO Function:</u> | Police Protection |
| <u>EEO Category:</u> | Administrative Support |
| <u>Status:</u> | Non-exempt |
| <u>Control No:</u> | 40415 |

II. Summary Statement of Overall Purpose/Goal of Position

Under the general supervision of the Traffic Sergeant, prepares crossing zone, and assists children in crossing streets safely on a seasonal basis while children attend school.

III. Essential Duties

- Schedules and supervises 30-35 crossing guards.
- Participates in the hiring, training, disciplining, and terminating of city crossing guards.
- Performs inventory control duties, including tracking, ordering, replacing, etc.
- Prepares school crossing zone by turning on two 20 MPH flashing lights and placing warning cones in the street.
- As children arrive, takes them safely across the street, watching traffic closely and stopping cars if necessary.
- When children are finished crossing, removes cones from street and turns off two 20 MPH flashing lights.
- Crossing process is repeated four times in a day, when children travel to and from school.

IV. Marginal Duties

- Acts as a liaison between children, parents, school administrators, and P.T.A.
- Participates in special events as asked by school administrators, P.T.A., and/or the operations chief.
- Performs other duties as assigned.

V. Qualifications:

Education: Must have High School diploma or its equivalent; must have a valid Utah Driver's License.

Experience: Must have 6 months of crossing guard experience.

Knowledge of: Current Utah traffic laws; emergency procedures; correct use of the English language.

Responsibility for: Moderate responsibility for the care, condition and use of materials, equipment, and tools; great responsibility for the use of discretion and independent judgement in the safe crossing of children.

Communication Skills: Ability to communicate effectively verbally and in writing using proper grammar and spelling; ability to follow written and verbal instructions; ability to work effectively with children, parents, and school employees.

Tool, Machine, Equipment Operation: Regular use of personal computer and telephone; regular use of hand-held stop sign, reflector vest, cones, and 20 MPH flashing lights.

Analytical Ability: Must use accurate judgement of traffic flow, speed and direction of travel; prioritize activities.

VI. Working Conditions:

Regular and prompt attendance is essential; mental effort is required daily; job is performed outside and is subject to exposure to the elements: heat, cold, and wet conditions; job involves walking and standing for long periods of time; constant seeing and hearing are required to fulfill job responsibilities; job is subject to exposure to environmental and/or physical hazards.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____